**Sample Attorney Resume You Can Copy and Use**

**Sienna Koltun**

Litigation Attorney

**Personal Info**

Phone: 331-220-6551

Email: siennakoltun@gmail.com

linkedin.com/in/siennakoltun

twitter.com/siennakoltun

**Summary**

Efficient litigation attorney with 5+ years of experience. Seeking to use strong research and litigation skills to advocate for clients at Charles & Marden. At WPG, averaged 1500 billable hours a year. Handled 120+ mediations with 91% settlement rate and settlements of $1M–$50M.

**Bar Association**

Member in Good Standing of the State Bar of Illinois

**Experience**

Attorney

Williams, Prior, & Groves

2014–2019

* Developed 45 case files, bringing 10 to trial.
* Achieved 91% settlement rate for 120+ mediations.
* Billed an average of 1500 hours per year.
* Reached 5 settlements in excess of $5M and one of $50M.

Junior Associate Attorney

Leadbetter & Clyde

2013–2014

* Logged 15% more billable hours than firm's average.
* Presented oral arguments in 3 tax delinquency proceedings.
* Used LexisNexis to provide critical research for 100+ cases.

Legal Experience

Various

2012–2013

* Judged MIG Moot Court Competition, writing 4 decisions.
* Performed 9 pro bono trial preparations, Cook County Small Claims Court.

**Education**

Juris Doctor, John Marshall Law School

2010–2013

* Pursued a passion for legal research.
* Presented 3 legal arguments in school Moot Court.
* Wrote monthly column on legal procedure.

BS in Accounting, Bradley University

2006–2010

* Excelled in written communication coursework.
* Awarded John H. Adkins award for academic research.

**Journals**

* Journal Note: Devaluing Originalism: Virginia Law Review, June 2019

**Publications**

* Article on LexisNexis linked to by Fast Company.
* Article on trial preparation appeared in The Appeal.

**Hard Skills:**Trial preparation, litigation, legal procedure, client advocacy, LexisNexis

**Soft Skills:**Interpersonal skills, collaboration, communication, time management